



*Child Nutrition &  
Food Distribution  
Programs*

---

*FNP System*

*Food Distribution User Manual*

*for*

*Commodity Customer Users*

Department of Public Instruction  
Child Nutrition & Food Distribution Programs  
Dr. Wayne Sanstead, State Superintendent  
600 E Boulevard Ave  
Bismarck ND 58505-0440

# CONTENTS

FNP System Information	
Entering the FNP System.....	1
Food Distribution Main Menu .....	2
Commodity Customer Set-up and Maintenance.....	3
Preference Surveys	
Monthly Preference Surveys .....	5
Yearly Pre-Preference Surveys.....	9
Customer Orders	
Reviewing Customer Orders .....	13
Receiving Customer Orders.....	14
Customer Receiving Invoices	
Reviewing Received Customer Orders	
General Information .....	15
Processing Information .....	16
Warehouse/Transportation Information .....	17
State Match Information.....	18
Customer Receiving Invoices	
Processing.....	19
Warehouse/Transportation .....	20
Commodities on Order	
Commodities on Order Information .....	21
Year End Summary	
Year End Summary Information .....	23

## **Acronyms**

USDA – United States Department of Agriculture  
DPI – Department of Public Instruction  
FNP – Food and Nutrition Programs (On-line System)  
PAL – Planned Assistance Level

## Entering the FNP System

### Instructions:

1. Open your Web Browser – either Internet Explorer or Netscape Communicator.

**Please Note:** It is important that you are using an approved Internet browser or the FNP system will not function correctly. If you are using a **Macintosh** computer: You must use either Netscape 6.0 (or greater) or Internet Explorer 5.0 (or greater). If you are using and **IBM** computer: You must use either Netscape 6.1 (or greater) or Internet Explorer 5.0 (or greater).

2. Use the following URL to access the Child Nutrition and Food Distribution website. <http://www.dpi.state.nd.us/child/index.shtm> Click on the FNP link on the toolbar on the main page.



3. At the log on page, type in your user id and password and click **Login**.

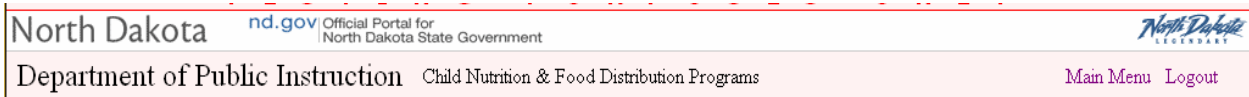
**Please Note:** Your user id and password are case sensitive. If you have a problem logging on please contact DPI.

Department of Public Instruction	Child Nutrition & Food Distribution Programs	<a href="#">Main Menu</a> <a href="#">Logout</a>
User ID	<input type="text"/>	
Password	<input type="password"/>	
	<input type="button" value="Login"/>	

# Food Distribution Main Menu

**Information:** After entering the FNP system, the following menu will appear for FNP Commodity Customer users.

**Please Note:** The Logout and Main Menu links are in the top right corner of your screen.



**Please select from the options below:**



## Instructions:

1. Click on the **Food Distribution** button to enter the Food Distribution portion of the FNP system. The Food Distribution submenu will display the following options.

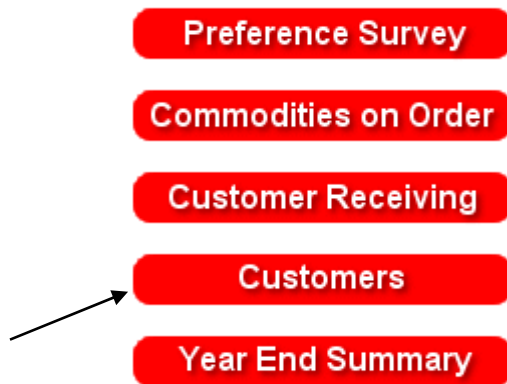


# Commodity Customer Set-up and Maintenance

**Information:** Before the start of the program/school year, Commodity Customer information must be reviewed and updated. This information must also be updated any time there is a change throughout the year. This will ensure that communication is open and received by the appropriate persons.

## Instructions:

1. Click on the **Customers** button on the Food Distribution submenu.



2. Complete the search criteria on the left side of the screen and click **Search**. To open the Commodity Customer Maintenance screen, click on the **Year** link in the top right corner of the screen.

**Commodity Customer Search**

Sponsor Name: North Dakota School District  
Program: Schools  
Year: 2007 - 2008  
Show 100 lines.

**Search** **Menu**

Sponsor ID	Sponsor Name	Outlet Code	Status	Year
3000000509	North Dakota School District	SCH	A	<a href="#">2007 - 2008</a>

07/13/2007 **Commodity Customer Maintenance** [Print](#)

Year	2007 - 2008
Sponsor ID	3000000509
Sponsor Name	North Dakota School District
Outlet Code	Schools

**Commodity Contact Information**

Salutation	Ms.
First Name	Nancy
Last Name	Jones
Title	Lead Foodservice Worker
Address 1	1000 E Street
Address 2	PO Box 4
City	Any Town
State	North Dakota
Zip Code	56446 - 1256
E-mail Address	none@none.com
Secondary E-mail Address	none@none.com

# Commodity Customer Set-up and Maintenance

## Instructions Continued:

3. Enter/update the Commodity Customer information.

**Please Note:** Required Fields

- Salutation
- First Name
- Last Name
- Title
- Address 1
- City
- State
- Zip Code
- E-mail Address
- Secondary E-mail Address
- Phone Number
- Fax Number
- Ship To Address 1

**Business Rules:**

- Enter/update the email address of the primary person to receive important and time sensitive commodity information.
- Enter a second email address to ensure that at least one person at the sponsor location receives the commodity information.
- **The Ship to Address cannot be a PO Box. It must be a street address.**
- To arrange specific shipping requests, please contact DPI.

4. After entering or updating the information, click **Save**.

	Sponsor ID	Sponsor Name	Outlet Code	Status	Year
	3000000509	North Dakota School District	SCH	A	2007 - 2008
Address 1	1000 E Street				
Address 2	PO Box 4				
City	Any Town				
State	North Dakota				
Zip Code	56446 - 1256				
E-mail Address	none@none.com				
Secondary E-mail Address	none@none.com				
Phone Number	7012222222 - Ext				
Fax Number	7012222222				
Ship To Address 1	1000 E Street				
Ship To Address 2					
Ship To City	Any Town				
Ship To State	North Dakota				
Ship To Zip Code	56446 - 1256				

**Save** ←

**Commodity Customer Search**

Sponsor Name: North Dakota School District

Program: Schools

Year: 2007 - 2008

Show 100 lines.

**Search** **Menu**

# Monthly Preference Surveys

**Information:** Sponsors are asked to complete Monthly Preference Surveys which are used to create each individual monthly Customer Order.

## Business Rules:

- Preference Surveys for August and September deliveries are offered in March or April before the school year begins.
- The remaining Preference Surveys are offered 40 to 50 days prior to the delivery month. (Example: The Preference Survey for October delivery is offered the last week of August and the first week of September.)
- The contact person listed on the sponsor's Commodity Customer screen will receive an email that a Preference Survey is available for completion. The email will also include any specific instructions or comments to remember when completing that particular Preference Survey.

The Commodity Customer contact will receive notice similar to the email below when Preference Surveys are available.

The diagram shows an email template with several sections. On the left, blue text annotations with arrows point to specific parts of the email:

- Describes who, what and when.** points to the header information: "Sponsoring Authority: Valley City Public Schools - Washington" and "Elementary Sponsor ID: 3000000504".
- Explains how to decline a survey.** points to the paragraph: "The survey is due Friday, May 11 by 5:00 PM." and the paragraph: "The purpose of this notice is to inform you that a USDA Monthly Preference Survey is now available for SY 2008. The following preference survey is for delivery month September."
- Special Instructions** points to the paragraph: "If your school does not wish to order then please decline the survey or call me and I will do it for you."
- Click on the link to enter the FNP System** points to the link: "<https://secure.apps.state.nd.us/FNSProject/>".
- DPI contact information** points to the final paragraph: "If you have questions, contact the Child Nutrition/Food Distribution office via e-mail to Melissa Anderson at mdanderson@nd.gov or call (701) 328-2294 or toll free (888) 338-3663."

The email template text is as follows:

Sponsoring Authority: Valley City Public Schools - Washington  
Elementary Sponsor ID: 3000000504

**\*\*PLEASE READ ENTIRE MESSAGE\*\***  
**\*\*\*IMPORTANT INFORMATION\*\*\***

The survey is due Friday, May 11 by 5:00 PM.

The purpose of this notice is to inform you that a USDA Monthly Preference Survey is now available for SY 2008. The following preference survey is for delivery month September.

If your school does not wish to order then please decline the survey or call me and I will do it for you.

**\*\*SPECIAL INSTRUCTIONS\*\***

Additional Information:

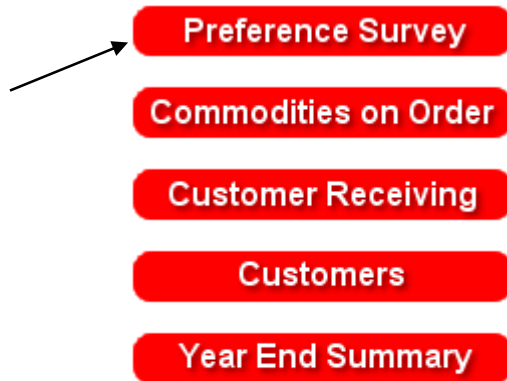
Click here to enter the system now:  
<https://secure.apps.state.nd.us/FNSProject/>

If you have questions, contact the Child Nutrition/Food Distribution office via e-mail to Melissa Anderson at mdanderson@nd.gov or call (701) 328-2294 or toll free (888) 338-3663.

# Monthly Preference Surveys

## Instructions:

1. Click on the **Preference Survey** button from the Food Distribution submenu.



2. Complete the search criteria on the left side of the screen and click **Search**. To open the Preference Survey screen, click on the **Survey Number** link. The details of the selected survey appear in the middle section of the screen.

### Commodity Preference Survey Search

Sponsor Name:  
North Dakota School District

Year:  
2007 - 2008

Survey Type:  
Monthly

Delivery Month:  
December

Show  lines.

**Search** **Menu**

Number	Sponsor Name	Year	Delivery Month	Items	Start Date	End Date	Status	Survey Type	Code
<a href="#">4</a>	North Dakota School District	2007 - 2008	December	8	10/01/2007	10/15/2007	Not Complete	Monthly	SCH

**Survey Information**

Sponsor ID: 3000000509

Sponsor Name: North Dakota School District

Year: 2007 - 2008

Delivery Month: December

Survey Type: Monthly

Status: Not Complete

Start Date: 10/01/2007

End Date: 10/15/2007

Check this box to decline this preference survey.

Decline Survey

\*\*\*\* Warning: Declining this survey will set all of your food preference amounts for this survey to zero.

**Entitlement Information**

This Year's Total Planned Assistance Level (PAL): \$ 20075.00

PAL Remaining Before this Survey: \$ 20075.00

Amount Used By This Survey: \$  **Calculate**

PAL Remaining After this Survey: \$

# Monthly Preference Surveys

## Instructions Continued:

3. Complete the Monthly Preference Survey using the following instructions:
  - Review the PAL Remaining Before this Survey to ensure the sponsor has sufficient entitlement to order from the Preference Survey.
  - Review all processed items and processing charges before ordering.
  - The month of delivery for the Preference Survey is displayed in the top frame under Delivery Month.
  - Insert the quantity needed for each commodity listed in the box provided.
  - Click on **Calculate** to determine PAL used by the current survey before saving.
  - Make necessary changes.
  - Click on **Save** to complete the survey.

### Declining the Preference Survey

If the sponsor chooses not to receive commodities for a particular delivery month then decline the Preference Survey for that delivery month. To decline a Preference Survey, click on:

Decline Survey	<input checked="" type="checkbox"/>	Check this box to decline this preference survey.
<hr/> <b>**** Warning: Declining this survey will set all of your food preference amounts for this survey to zero.</b>		

Click on **Save** after the survey has been declined.

### Business Rules:

- Please read all Preference Survey related emails for allocation information.
- Quantities entered that exceed the remaining PAL balance will not be accepted unless approved by DPI.
- Quantities entered that are equal to or exceed 500 cases will not be accepted without approval by DPI.
- Preference Surveys can be updated and resaved up until the date that the survey is closed.

## Monthly Preference Surveys

### Commodity Preference Survey Search

Sponsor Name:  
North Dakota School District

Year:  
2007 - 2008

Survey Type:  
Monthly

Delivery Month:  
December

Show  lines.

**Search** **Menu**

Number	Sponsor Name	Year	Delivery Month	Items	Start Date	End Date	Status	Survey Type	Code
<u>4</u>	North Dakota School District	2007 - 2008	December	8	10/01/2007	10/15/2007	Not Complete	Monthly	SCH

Entitlement Information

This Year's Total Planned Assistance Level (PAL)	\$ 20075.00
PAL Remaining Before this Survey	\$ 20075.00
Amount Used By This Survey	\$ <input type="text" value="0.00"/>
PAL Remaining After this Survey	\$ <input type="text" value="20075.00"/>

Month for Delivery

Commodity Requests						
Name	ID	DPI Processing Fee	Vendor Processing Fee	USDA Value Per Case	Type	Dec
Beans, Green 6/#10	<a href="#">A061</a>	\$0.00	\$0.00	\$12.05	A	<input type="text"/>
Corn, LQD Canned 6/#10	<a href="#">A110</a>	\$0.00	\$0.00	\$14.35	A	<input type="text"/>
American Cheese, Blend, Sliced 6/5#	<a href="#">B119</a>	\$0.00	\$0.00	\$41.70	B	<input type="text"/>
AP Flour 4/10#	<a href="#">B183</a>	\$0.00	\$0.00	\$7.20	B	<input type="text"/>
Cherries Dried 8/ 2 lb. bags	<a href="#">A292G</a>	\$0.00	\$0.00	\$64.70	G	<input type="text"/>

### Business Rules (continued):

Insert quantity needed

- Commodities listed as **Type A or B** are regular commodities.
- Commodities listed as **Type G** are bonus and there is no deduction from PAL when ordering these commodities.  
(Please Note: Bonus items are usually limited in supply. Each sponsor might only be allowed to order a one month supply. DPI will adjust Preference Surveys to meet allocation restrictions if sponsors over order.)
- Commodities listed as **Type P** are processed items. There is a processing fee per case which is billed to the schools upon receipt by DPI. **We will no longer be using Vendor Processing Fees for invoicing...all invoices for processed items will come directly from DPI.** This payment must be received by DPI within 30 days.
- If more information is needed about a particular commodity, click on the Commodity ID Number link on the Preference Survey. The USDA Fact Sheet website will open and allow the user to search for the commodity in question.
- The sponsors draw down PAL by ordering commodities to be delivered August through April.

4. After the Monthly Preference Survey is completed by the sponsor and closed by DPI, it cannot be updated or changed.

# Yearly Pre-Preference Surveys

**Information:** Sponsors are asked to complete a Yearly Pre-Preference Survey which is used to provide demand data to DPI to assist them when ordering commodities from USDA for the entire school year.

## Business Rules:

- Yearly Pre-Preference Surveys are offered in January before the school year begins.
- This survey is used for data only and will not be used to create the monthly customer orders.
- Try to spend 85-90% of PAL on the Yearly Pre-Preference Survey. This will help get a better picture of what demand will be for the upcoming school year.
- PAL will return to the beginning balance on the first Monthly Preference Survey for August.
- The contact person listed on the sponsor's Commodity Customer screen will receive an email that the Yearly Pre-Preference Survey is available for completion. The email will also include any specific instructions or comments to remember when completing that particular Preference Survey.

Describes the purpose of the email and the purpose of the yearly pre-preference survey

Special Instructions

Click on the link to enter the FNP System

DPI contact information

```
Sponsoring Authority: %12
Sponsor ID: %11

**PLEASE READ ENTIRE MESSAGE**
***IMPORTANT COMMODITY INFORMATION***
****Print this email to use as a reference when completing the survey!!!!!!!!!!!!*****

PLEASE REMEMBER: THIS SURVEY IS USED BY DPI FOR PRELIMINARY DATA ONLY AND IS NOT USED TO
CREATE YOUR MONTHLY CUSTOMER ORDERS.

The purpose of this notice is to inform you that a USDA Yearly Pre-Preference Survey is now
available for SY %14. The following Pre-Preference Survey includes all delivery months for
the upcoming school year. This survey is used by DPI for preliminary data only and is not
used to create your monthly Customer Orders. This preliminary data will be used by DPI when
ordering commodities from USDA for the entire school year.

**SPECIAL INSTRUCTIONS**
When completing the yearly pre-survey, remember to spend between 80-90% of your PAL dollars.
This survey does not include any processed items. Processed items will be available on the
monthly preference surveys.

Additional Information:
%10

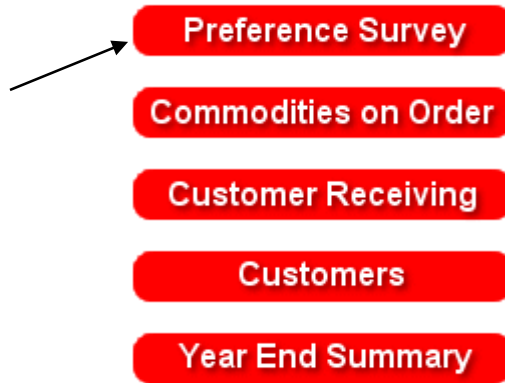
Click here to enter the system now:
%15

If you have questions, contact the Child Nutrition/Food Distribution office via email to
Melissa Anderson at mdanderson@state.nd.us or call (701) 328-2294 or toll free (888) 338-
3663.
```

# Yearly Pre-Preference Surveys

## Instructions:

1. Click on the **Preference Survey** button from the Food Distribution submenu.



2. Complete the search criteria on the left side of the screen and click **Search**. To open the Yearly Pre-Preference Survey screen, click on the **Survey Number** link. The details of the selected survey appear in the middle section of the screen.

**Commodity Preference Survey Search**

Sponsor Name: North Dakota School District

Year: 2007 - 2008

Survey Type: Yearly Pre-survey

Delivery Month: All

Show 100 lines.

**Search** **Menu**

Number	Sponsor Name	Year	Delivery Month	Items	Start Date	End Date	Status	Survey Type	Code
<a href="#">5</a>	North Dakota School District	2007 - 2008	None	5	01/01/2007	01/20/2007	Not Complete	Yearly Pre-survey	SCH

Sponsor Name: North Dakota School District

Year: 2007 - 2008

Delivery Month: None

Survey Type: Yearly Pre-survey

Status: Not Complete

Start Date: 01/01/2007

End Date: 01/20/2007

Check this box to decline this preference survey.

Decline Survey

**\*\*\*\* Warning: Declining this survey will set all of your food preference amounts for this survey to zero.**

**Entitlement Information**

This Year's Total Planned Assistance Level (PAL)	\$ 20075.00
PAL Remaining Before this Survey	\$ 20075.00
Amount Used By This Survey	\$ 0.00 <input type="text"/> <b>Calculate</b>
PAL Remaining After this Survey	\$ 20075.00 <input type="text"/>

# Yearly Pre-Preference Surveys

## Instructions Continued:

3. Complete the Yearly Pre-Preference Survey using the following instructions:
  - Review this year's Total Planned Assistance Level (PAL)
  - Review the list of commodities and what months that they are available for delivery
  - Review all processed items and processing charges before ordering
  - Insert the quantity needed for each commodity listed in the box provided.
  - Click on **Calculate** to determine PAL used by the current survey before saving.
  - Make necessary changes.
  - Click on **Save** to complete the survey.

**Commodity Preference Survey Search**

Sponsor Name:  
North Dakota School District

Year:  
2007 - 2008

Survey Type:  
Yearly Pre-survey

Delivery Month:  
All

Show  lines.

**Search** **Menu**

**Processing charges per case**

Number	Sponsor Name	Year	Delivery Month	Items	Start Date	End Date	Status	Survey Type	Code
5	North Dakota School District	2007 - 2008	None	5	01/01/2007	01/20/2007	Not Complete	Yearly Pre-survey	SCH

**Entitlement Information**

This Year's Total Planned Assistance Level (PAL)	\$ 20075.00	<b>Entitlement Information</b>
PAL Remaining Before this Survey	\$ 20075.00	
Amount Used By This Survey	\$ <input type="text" value="0.00"/> <b>Calculate</b>	
PAL Remaining After this Survey	\$ 20075.00	

**Delivery Months Available**

**Commodity Requests**

Name	ID	DPI Processing Fee	Vendor Processing Fee	USDA Value Per Case	Type	Total Rec. Last Year	Delivery Months Available			
							Sep	Oct	Nov	Dec
Corn, LQD Canned 6/#10	<a href="#">A110</a>	\$0.00	\$0.00	\$14.35	A	0				<input type="text" value=""/>
Potatoes Wedges 6/5 lb. pkg	<a href="#">A174</a>	\$0.00	\$0.00	\$14.58	A	0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Cheddar, Reduced Fat	<a href="#">B097</a>	\$0.00	\$0.00	\$50.10	P	0	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

**Insert quantity needed.**

## Yearly Pre-Preference Surveys

### Business Rules:

- Please read all Yearly Pre-Preference Survey related emails for allocation information.
- Quantities entered that are equal to or exceed 500 cases will not be accepted without approval by DPI.
- Preference Surveys can be updated and resaved up until the date that the survey is closed.
- Commodities listed as **Type A or B** are regular commodities.
- Commodities listed as **Type G** are bonus and there is no deduction from PAL when ordering these commodities.  
(Please Note: Bonus items are usually limited in supply. Each sponsor might only be allowed to order a one month supply. DPI will adjust Preference Surveys to meet allocation restrictions if sponsors over order.)
- Commodities listed as **Type P** are processed items. There is a processing fee per case which is billed to the schools upon receipt by DPI. **We will no longer be using Vendor Processing Fees for invoicing...all invoices for processed items will come directly from DPI.** This payment must be received by DPI within 30 days.
- If more information is needed about a particular commodity, click on the Commodity ID Number link on the Preference Survey. The USDA Fact Sheet website will open and allow the user to search for the commodity in question.

## Reviewing Customer Orders

**Information:** Sponsors may review Customer Orders at any time. Customer Order quantities may change prior delivery. This is the result of USDA cancellations or delays or occasional changes due to inventory limitations.

**Please Note:** The Commodity Customer Users will be notified via email when any changes are made to a Customer Order.

### Instructions:

To review customer orders:

1. Click on **Customer Receiving** from the Food Distribution submenu.

Please select from the options below:

**Customer Receiving** ←

2. Complete the search criteria on the left side of the screen and click **Search**.

Sponsor	Year	Month	Week of	Order #	Status	Program
Bottineau Public School	2006	August	08/07/2005	14924	On Order	SCH

07/11/2005 Customer Receiving Print

**General Information**

Year	2006
Month	August
Week of	08/07/2005
Sponsor ID	3000000242
Sponsor Name	Bottineau Public School
Order Number	14924
Status	On Order

**Order Details**

All Goods Received

Commodity ID	Commodity Name	Units Expected	Usable Units Received	Units Damaged
B430	Macaroni 20#	1	0	0

3. Click on the **Order Number** link at the top of the screen to open the Customer Order.
4. To print this page do not use the PRINT button at the top right of the screen. Instead, left click on the actual order and choose print from the menu on the toolbar. (Using the PRINT button at the top right of the screen will give you the customer receiving invoice not your customer order.)

### Business Rules:

- The status designations for Customer Receiving:
  - **On order**-the customer has not yet received the order
  - **Received**-the customer has received the order with no discrepancies
  - **Discrepancy**-the customer has received the order as short, long, or damaged
  - **Cancelled**-the customer order has been cancelled by DPI

## Receiving Customer Orders

**Information:** Sponsors receive monthly commodity orders that are delivered by the State contracted warehouse/delivery service or transportation vendor.

**Please Note:** It is **NOT** the responsibility of the sponsor to receive the Customer Order in the FNP system. It is also not the responsibility of the sponsor to print off the invoice. All customer orders are received in the FNP by DPI based on the signature sheet from the warehouse. All invoices are mailed directly to the sponsor by DPI.

### Instructions:

1. **Count and check the product into storage.** When the commodities arrive at the sponsor, the truck driver will present a paper copy of the Customer Order. This form will be used to check the product into storage.
2. **Sign off on the shipping manifest.** The truck driver will ask the sponsor to sign the shipping manifest. The sponsor will not be charged for short/damaged product. PAL for this short/damaged product will be reinstated to the sponsor's PAL account.
3. **Note on the signature form any short or damaged product.** Sign the manifest, noting short or damaged product and return it to the truck driver. By signing the manifest, it is an agreement that all commodities have been received as expected, unless short/damage is noted. This is a legally binding signature. Make sure that all products are received, or exceptions clearly noted.
4. **Payment for monthly invoice.** The State contracted warehouse/delivery service will turn in the manifest signature sheets to DPI where the receiving information will be entered into the FNP system by Child Nutrition staff and an invoice will be generated and sent to the sponsor.



## Reviewing Received Customer Orders

**Information:** The Customer Receiving screen will display invoice and State Match information when an order has been received in the FNP system.

This screen can be printed by clicking on the **Print** button in the top right corner of the Customer Receiving screen. The invoice will pop up as a PDF file. One invoice for processing and one invoice for warehouse/transportation charges.

### General Information and Order Details:

05/17/2007		Customer Invoice					
		General Information					
Year	2006 - 2007	<b>General Information displays information for the Customer Order. Order Details displays the commodities ordered, processing charge per case and USDA value per case.</b>					
Month	March						
Week of	03/18/2007						
Sponsor ID	3000000231						
Sponsor Name	North Dakota Public School						
Order Number	199845						
Status:	Received	<b>Order Details</b>					
Commodity ID	Commodity Name	DPI Processing Fee	Vendor Processing Fee	USDA Value	Units Expected	Usable Units Received	Units Damaged
12531	Pizza Quesadillas 48/5 oz. - ConAgra	\$21.50	\$0.00	\$492.50	125	125	0
A061	Beans, Green 6/#10	\$0.00	\$0.00	\$903.75	75	75	0
B119	American Cheese, Blend, Sliced 6/5#	\$0.00	\$0.00	\$1,042.50	25	25	0
Totals				\$18,721.45	1115	1115	0

## Reviewing Received Customer Orders

**View of processing charges on the Customer Receiving screen:**

Processing Charges	
DPI Direct Billing Information	
Year	2006 - 2007
Month	March
Sponsor Name	North Dakota Public Schools
Order Number	199845
Processing Fees	\$2687.50
<b>Total Due to DPI</b>	<b>\$2687.50</b> <b>Payment is due to DPI within 30 days of receipt of this invoice.</b>
Please review the top portion of your customer receiving invoice for DPI direct billing items that you ordered.	
Send a copy of this invoice with your payments to the address below:	
	Department of Public Instruction
	CHEN 11
	600 E Boulevard Avenue
	Bismarck, ND 58505-0440

***Please Note:** As of school year 2007-2008 DPI will not be using Vendor Direct Billing.  
Please ignore this section on the Customer Receiving screen.*

## Reviewing Received Customer Orders

**View of warehouse/transportation charges on the Customer Receiving screen:**

Warehousing and Transportation Charges	
Year	2006 - 2007
Month	March
Sponsor Name	North Dakota Public Schools
Order Number	199845
Warehouse Fees	\$1045.55
Transportation Fees	\$874.46
Subtotal	\$1920.01
State Match Dollars Used	\$1920.01
<b>Total Due to Warehouse</b>	<b>\$0.00</b>
Send a copy of this form with your payments to the address below:	
	Booth Delivery Services
	PO Box 1364
	Fargo, ND 58107-1364

Warehouse and transportation fees are calculated using the current rates from the State contracted warehouse and/or transportation vendor.

Payment is due to the warehouse within 30 days of receipt of this invoice. Charges will not display until the sponsor's state match fund balance is zero.

### Business Rules:

- The Customer Receiving screen can be used for:
  - **Viewing**-on-order and received orders
  - **Viewing**-received orders to see processing charges, warehouse/transportation charges and State Match information.
  - **Printing**-on-order customer orders to see what is coming on the next delivery and to reference when the truck is delivered

## Reviewing Received Customer Orders

**Information:** State Match information is also displayed at the bottom of the screen. The State Match Summary displays the funds remaining after all current Customer Orders have been received. State Match funds remaining at the end of the school year will be paid out to the sponsors in May.

**Please Note:** State Match funds cover all warehousing and transportation during the school year. Once a sponsor's State Match fund is depleted, the sponsor is billed for any additional warehousing and transportation charges. Warehousing and transportation charges must be paid directly to the State contracted warehouse and/or transportation vendor at that time. Payment must be made within 30 days of receipt of invoice.

<b>State Match Summary</b>			
Year	Order Number	Funds Used	Funds Remaining
2005	Starting Balance	\$0.00	\$3978.92
2005	13812	\$118.98	\$3859.94
2005	13038	\$195.35	\$3664.59
2005	13039	\$292.86	\$3371.73
2005	13040	\$240.42	\$3131.31
2005	13041	\$266.97	\$2864.34
2005	13034	\$281.98	\$2582.36
2005	13035	\$317.80	\$2264.56
2005	13036	\$256.92	\$2007.64
2005	13037	\$161.24	\$1846.40

Beginning  
Balance

Current or  
Ending  
Balance



## Customer Receiving Invoices

**Information:** Upon receiving the signed manifest sheets from the warehouse, DPI receives the Customer Orders in the FNP system and then mails all invoices to the sponsors. The billing information displayed on the Customer Receiving screen will include charges for warehousing, transportation, and/or processing fees.

**Please Note:** When mailed to the customer, the billing information for warehousing/transportation charges will be on one invoice and the billing information for processing charges will be on another.

The mailing addresses for both DPI and the State contracted warehouse or delivery service are listed below in the billing information.

### Instructions:

1. Upon receiving a Customer Receiving Invoice, review all billing information.

**Please Note:** Sponsors are billed for processing charges for commodities listed as Type P which are processed items. There is a processing Fee per case which is billed to the schools upon receipt of commodities. Processing charges are DPI Direct Billing only.

**DPI Direct Billing Information** – Schools receive an invoice from DPI for processed items purchased through the commodity program. Payment is due to DPI within 30 days of receipt of invoice.

The invoice will not display order details like what commodities were ordered. The customer must enter the FNP system and look up the order number in the Customer Receiving section to see order details.

Customer Invoice	
Year:	2007
Month:	April
Sponsor Name:	North Dakota School District
Order Number:	19068

DPI Direct Billing Information	
Processing Fees:	\$26.07
<b>Total Due to DPI:</b>	<b>\$26.07</b>
<b>Payment is due to DPI within 30 days of receipt of this invoice. Send a copy of this invoice with your payments to the address below: Department of Public Instruction CHEN 11 600 E Boulevard Avenue Bismarck, ND 58505-0440</b>	

## Customer Receiving Invoices

**Warehouse/transportation Billing Information** – Schools receive an invoice from DPI for warehouse/transportation charges once the school's State Match fund has been depleted. Payment is due to the State contracted warehouse within 30 days of receipt of invoice.

The invoice will not display order details like what commodities were ordered. The customer must enter the FNP system and look up the order number in the Customer Receiving section to see order details.

<b>Customer Invoice</b>	
Year:	2007
Month:	February
Sponsor Name:	North Dakota School District
Order Number:	18445

<b>Warehousing and Transportation Charges</b>	
Warehouse Fees:	\$1007.74
Transportation Fees:	\$842.84
Subtotal:	\$1850.58
State Match Dollars Used:	\$1850.58
<b>Total Due to Warehouse:</b>	<b>\$0.00</b>
<p><b>Payment is due to warehouse within 30 days of receipt of this invoice. Send a copy of this form with your payments to the address below:</b>  <b>Booth Delivery Services</b>  <b>PO Box 1364</b>  <b>Fargo, ND 58107-1364</b></p>	

# Commodities on Order

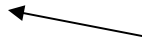
**Information:** The Commodities on Order section allows the sponsor to search by commodity for quantities that are on current Customer Orders.

## Instructions:

1. Click on the **Commodities on Order** button from the Food Distribution submenu.

Please select from the options below:

**Commodities on Order**



2. Choose a year, month, Commodity ID or Customer Order number and click **Search**.

Sponsor Name	Year	Commodity ID	Commodity Name	Total Cases	Program
Bottineau Public School	2005	B119	American Cheese, Blend, Sliced 6/5#	4	SCH

**Maintenance**  
This is the maintenance frame. Typically, records selected from the results frame above will be edited here.

## Instructions Continued:

- Click on the **Commodity ID** link at the top of the screen. This will open the Shipments by Commodity screen which displays the sponsor name, the commodity, and the shipment breakdown. The sponsor can view all current Customer Orders containing that specific commodity and the quantity. The shipment breakdown displays the order number, delivery date, case quantity, and the value of the commodities.

The results of the search contain information for only one commodity ID at a time.

**Customer Shipments Search**

Sponsor Name:  
Bottineau Public School

Year:  
2005

Month:  
March

Order Number:

Commodity ID:  
B119

Commodity Name:

Status:  
All

Show  lines.

Search Menu

Sponsor Name	Year	Commodity ID	Commodity Name	Total Cases	Program
Bottineau Public School	2005	B119	American Cheese, Blend, Sliced 6/5#	4	SCH

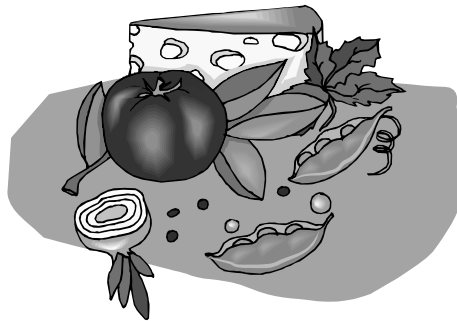
07/12/2005 Print

**Shipments By Commodity**

General Information	
Sponsor Name	Bottineau Public School
Sponsor ID	3000000242
Year	2005
Commodity ID	B119
Commodity Name	American Cheese, Blend, Sliced 6/5#

Shipment Breakdown			
Order Number	Scheduled Order Date	Cases to be Shipped	Value of Commodities
13812	08/08/2004	4	\$167.46
13038	09/05/2004	4	\$167.46
13039	10/03/2004	4	\$167.46
13040	10/31/2004	4	\$167.46
13041	11/28/2004	4	\$167.46
13034	01/09/2005	4	\$167.46
13035	02/06/2005	4	\$167.46
13036	03/06/2005	4	\$167.46
13037	04/03/2005	6	\$251.19
Totals		38	\$1,590.87

**Please Note:** When searching by Commodity ID, only results for that commodity will be displayed.



**Information:** The Year End Summary provides complete, year-to-date information about commodities received by the sponsor. The General Information provides a summary of commodities received by program, if applicable. The bottom section provides a breakdown of foods received (by program) and details the items requested, received, and the value.

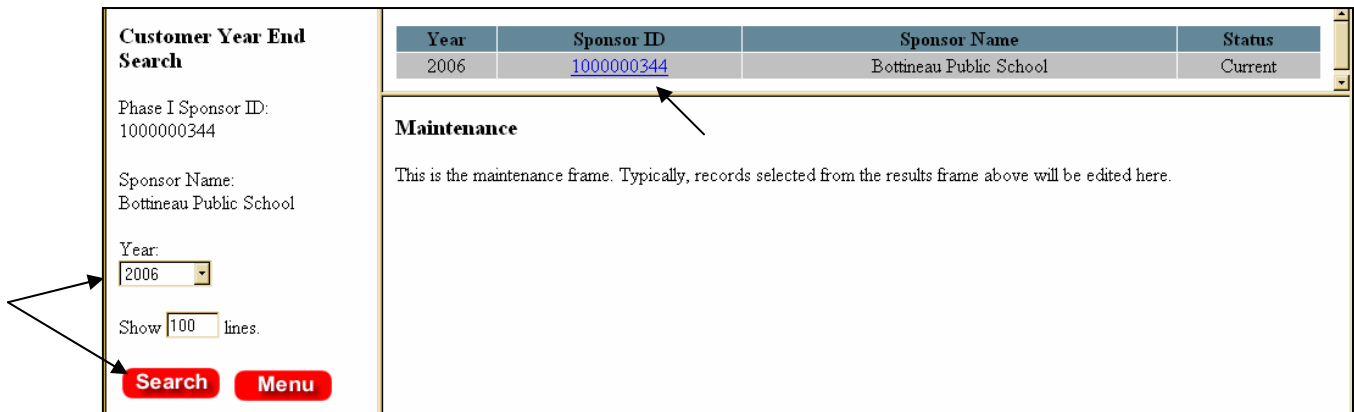
## Instructions:

1. Click on the **Year End Summary** button from the Food Distribution submenu.

Please select from the options below:



2. Choose a year and click **Search**. Click on the **Sponsor ID** link at the top of the screen to open the Year End Summary screen.



Year	Sponsor ID	Sponsor Name	Status
2006	<a href="#">1000000344</a>	Bottineau Public School	Current

**Maintenance**

This is the maintenance frame. Typically, records selected from the results frame above will be edited here.

**Instructions Continued:**

3. View the information and print, if necessary.

<b>General Information</b>										
Sponsor ID	1000000344									
Sponsor Name	North Dakota Public Schools									
Year	2005									
Status	Complete									
<b>Yearly Sponsor Overview</b>										
Program	Total Cases	Value of Cases	Processing Fees	Transport Fees	Warehouse Fees	State Match to Transport	State Match to Warehouse	State Match Remaining	Transport Fees Paid	Warehouse Fees Paid
SCH	1157	\$20,085.97	\$9,604.20	\$1,272.65	\$859.87	\$1,272.65	\$859.87	\$1,846.40	\$0.00	\$0.00
<b>Totals</b>	<b>1157</b>	<b>\$20,085.97</b>	<b>\$9,604.20</b>	<b>\$1,272.65</b>	<b>\$859.87</b>	<b>\$1,272.65</b>	<b>\$859.87</b>	<b>\$1,846.40</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Program Details for SCH - 3000000242</b>										
Comm. ID	Commodity	Cases Requested	Cases Received	Value per Case	Value Received					
0060	Berry Bagel Fr Tst 150 servings/case	7	7	\$7.12	\$49.84					
0276	Breakfast Wrap 75/3.1 oz. servings	10	10	\$3.62	\$36.20					
6659	Peanutbutter & strawberry sand 72/2.8 oz	6	6	\$3.06	\$18.36					
A061	Beans, Green 6/#10	18	18	\$16.09	\$289.62					
A742	Tuna, Chunk Light, Cd/ Water 6/66 oz can	6	6	\$41.86	\$251.16					
B027	Cheddar, Reduced Fat Shredded 6/5#	18	18	\$49.54	\$891.72					
B037	Mozzarella, Shredded 30#	22	22	\$41.68	\$916.96					
B430	Macaroni 20#	18	18	\$4.79	\$86.22					
B473	Peanut Butter 6/5#	34	34	\$20.76	\$705.84					
B840	Spaghetti 20#	3	3	\$5.06	\$15.18					
<b>Totals</b>		<b>1159</b>	<b>1157</b>		<b>\$20,085.97</b>					